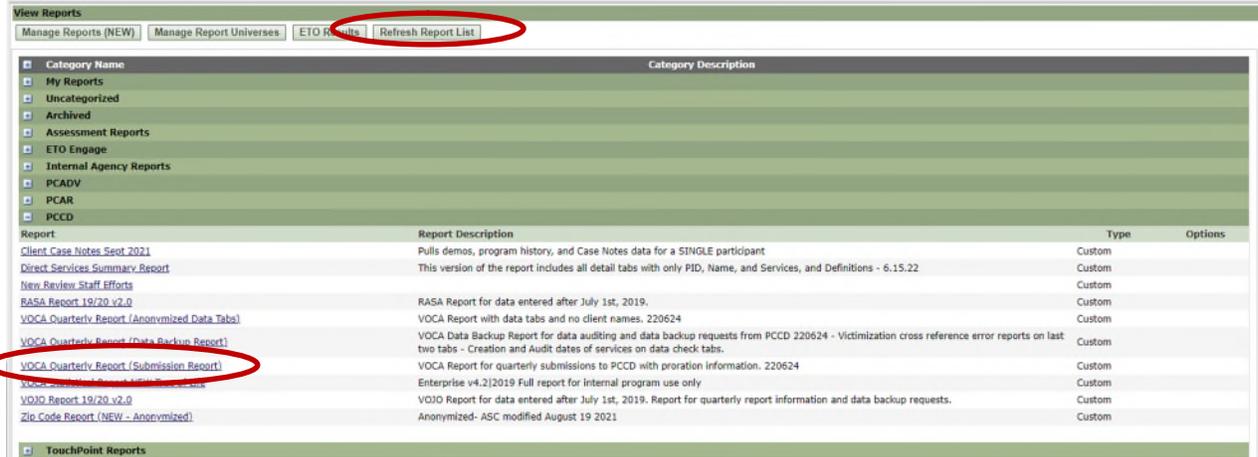


# ETO Case Management: VOCA Report Instructions

1. Go to left hand side navigation bar: **REPORTS > VIEW REPORTS (NEW)**



2. Then select **REFRESH REPORT LIST** to allow for any new reports to be updated to your list.



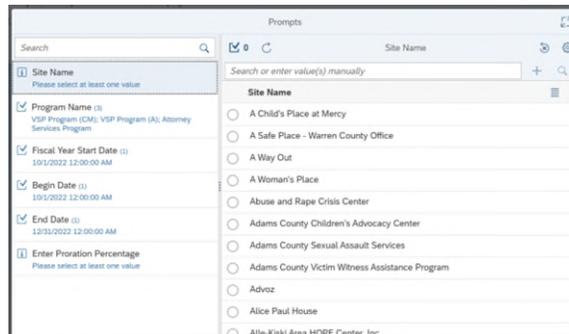
### 3. VOCA Quarterly Report

- a. Click on the + sign beside PCCD and it will expand to show you a list of reports:
  1. **VOCA Quarterly Report (Submission Report)** – Summary only version of the VOCA report. This is the version you will use to run, save, and submit to PCCD via EGrants for your quarterly program report.

**USE THIS VERSION TO SAVE AND ATTACH TO EGRANTS**

### 4. Report Prompts

- a. After about a minute, the Report Prompts will generate. (If they do not appear, you likely have a pop-up blocker enabled that is preventing them from populating.)



- b. **Site Name:** Select your ETO Site Name from the list.

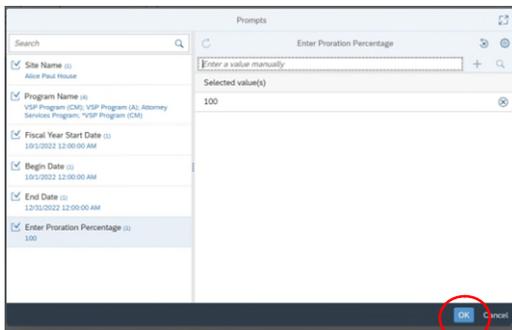
- c. **Program Name and Primary County are no longer needed.** Your report will run for your site and include all of these elements automatically.
- d. **Fiscal Year Start Date:** This should automatically prompt to 10/1/2022, but if it does not, set the fiscal year to 10/1/2022.
- e. **Begin Date:** Enter the **Date** for the Beginning of the Reporting Quarter.

<b>Reporting Period</b>	<b>Report Start Date</b>
July – September 2022	July 1, 2022
October – December 2022	October 1, 2022
January – March 2023	January 1, 2023
April – June 2023	April 1, 2023
July – September 2023	July 1, 2023

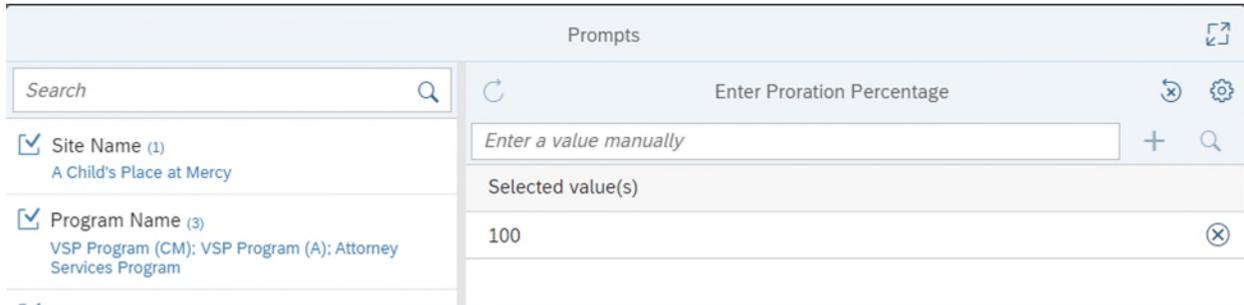
- f. **End Date:** Enter the Date for the End of the Reporting Quarter

<b>Reporting Period</b>	<b>Report End Date</b>
July – September 2022	September 30, 2022
October – December 2022	December 31, 2022
January – March 2023	March 31, 2023
April – June 2023	June 30, 2023
July – September 2023	September 30, 2023

- g. **VOCA Proration:** Enter the VOCA Proration percentage your agency has identified for the reporting period.
  - i. Enter the percentage that your agency identified after completing the VOCA Proration Form.
  - ii. **Do not enter an actual % sign** after the number. (Example: Enter 70, NOT 70%)
  - iii. If you determine you do not need to prorate your data, please enter a proration percentage of 100.
- h. Once all report prompts are entered, select **OK** and your report will generate.

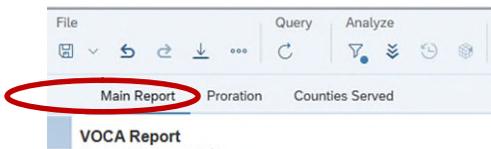


If you need to edit a prompt, select the prompt, click the (X) on the right-hand side and reenter the correct data.



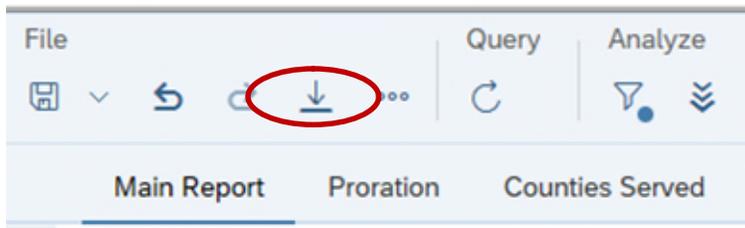
## 5. VOCA Report

- a. After 1 or 2 minutes, your report should generate. There are multiple TABS located at the bottom of the Report. Select the one titled **Main Report** to view the full report.

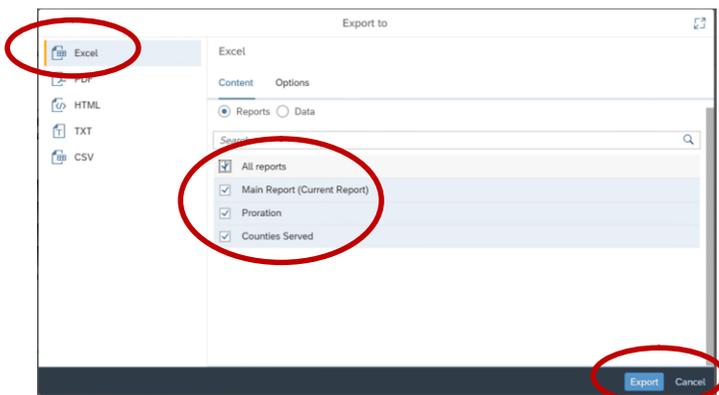


## 6. Saving VOCA Report

- a. At the top of the report screen SELECT the download arrow:



- b. An EXPORT Screen will appear. You will now be able to save this document to your computer. On the left side, you have the option to select PDF; Excel, CSV, or Text. If you are attaching a report to EGrants, select PDF and make sure you ran the VOCA Summary Report without any tabs! Then select Export and your report will generate in that format.



# Submitting your VOCA Report

## 1. EGrants

- a. Once you confirm that the data in your report is accurate, you will need to enter the report into EGrants. (You will need an EGrants account to enter information.)
- b. **This information is due in EGrants no later than the 15<sup>th</sup> of each corresponding quarter.**
  1. It should take less than 5 minutes to complete.

- c. You will enter a PROGRAM REPORT into EGrants for each VOCA grant your agency receives. (You will run one combined report for all of your VOCA grants.)

- d. Indicate if the project is on schedule.
- e. Write a brief description regarding the activities that your agency conducted.
- f. In the ATTACHMENT SECTION you will need to attach your agency’s VOCA report in a PDF Format. Then select SAVE COMPLETE.
- g. Because ETO generates a comprehensive VOCA report that encompasses all of your VOCA grants, you will upload the same physical VOCA report into each grant in EGrants.
- h. In the PERFORMANCE INDICATORS SECTION, you do not have to do anything except select SAVE COMPLETE.

- i. Once all the sections have been completed, select SUBMIT at the bottom of the screen.

**2. PCCD Staff VOCA Report Review**

- a. PCCD staff will review the VOCA report you submitted in EGrants.
- b. Any issues regarding the report will be sent to the agency through EGrants with a due date to respond.
- c. All correspondence back and forth between PCCD and the VOCA recipient agency will occur in EGrants.